

SATURNA ISLAND FIRE PROTECTION SOCIETY (SIFPS)
ANNUAL GENERAL MEETING
MINUTES
JUNE 16, 2018 @ 1PM

Directors Present: Eva Hage, Priscilla Zimmerman, Harvey Janszen, John Hutchinson, Bill Schermbrucker

SIR Crew Chief: Kate Vigneault

1. **Call to order:** The meeting was called to order at 1:05 p.m. by President John Hutchinson. John noted SIFPS policy is now that meetings are being recorded for the purpose of assisting in the preparation of accurate minutes. If any member wishes to speak but not be recorded, they can notify the chair prior to speaking and request the recorder be turned off. After minutes are approved, recordings will be deleted.

2. **Determination of Quorum**

There was a quorum with 16 members present.

3. **Approval of the Agenda:** With addition of “*Approval of January 28th, 2018 Special Membership Meeting Minutes as circulated*” and #12 *Question Period*. **Motion** to accept. **Carried.**

4. **Approval of Minutes of the Annual General Meeting of June 17th, 2017.** **Motion** to adopt the minutes as circulated. **Carried.**

5. **Approval of the Minutes of Special Membership Meeting of January 28th, 2018.** **Motion** to adopt the minutes as circulated. **Carried.**

6. **Business Arising from Minutes** There was no business arising from the June 17th, 2017 AGM minutes.

7. **President’s Report** President John Hutchinson presented his report as attached, noting he will be seeking re-election as President for 2018-2019. Question raised: Is SIR a registered charity? The Treasurer explained that SIFPS is a registered charitable organization and does tax receipts on behalf of SIR.

8. **Treasurer’s Financial Report** Eva Hage presented the Financial Report as attached. Question was raised about the purchase of a replacement pumper and what the plan was for the mini pumper at ESB#2. John explained that the plan was to relocate it to Saturna Beach to enhance protection in that area once a replacement pumper has been acquired.

9. **2017 SIFPS Year-end Financial Report** SIFPS Financial Statements as of December 31st, 2017 by Field & Associates were presented and circulated. Copies of the report will be posted on the SIFPS website. **Motion** to adopt the year-end statements as presented. **Carried.**

10. **Corporate Secretary’s Report** Eva Hage presented the Corporate and Administration committee report as attached.

11. **Operations and Asset Management Committee Report** Bill Schermbrucker presented the Operations and Assets Management report as attached.

12. **Human Resources Committee Report** Priscilla Zimmerman presented her report as attached.

13. **Question Period** There were no questions.

14. **New Business** John noted SIFPS was still looking for a minute taker (Recording Secretary).

15. **Approval of the Acts of Directors for the period to June 15th, 2018.** **Motion:** Eva Hage moved to approve the acts of the SIFPS Directors. **Carried.**

16. **Resignation of 2017-2018 Directors** The members of the 2017-2018 Board of Directors all resigned their positions.

17. **Report of the Nomination Committee** There were 10 nominations for 11 positions. Each candidate is allowed 2 minutes if they wish to speak and this would allow members a chance to ask questions. No candidate chose to speak.

18. **Election of 2018-2019 Directors** Nominated for President was John Hutchinson. Call for further nominations was made three times. Hearing none, **John Hutchinson was declared President**. Nominations for Vice President was put forward. Call for nominations was made three times. Hearing none, the position of **Vice President was left vacant**. Nominated for Treasurer was Eva Hage. Call for further nominations was made three times. Hearing none, **Eva Hage was declared Treasurer**. Nominated for Corporate Secretary was Deb Simpson. Call for further nominations was made three times. Hearing none, **Deb Simpson was declared Corporate Secretary**. For Directors at Large there were six nominees – **Ian Gaines, Harvey Janszen, Bill Schermbrucker, Priscilla Zimmerman, Wayne Quinn and John Wiznuk**. Call was made three times for any further nominations. Hearing none, all six were declared elected as **Directors at Large**. **Note:** There was a discussion regarding allowing active volunteers to stand for election. Both John and Eva explained that the Board will ensure conflict of interest is mitigated and that the Board will develop a policy to that effect. John thanked retiring directors Debbie Fry and Ron Lewis for their years of service to SIFPS and all our volunteers for without them there would be nothing.

19. **Adjournment** – The meeting was adjourned at 2:15 pm.

SATURNA ISLAND FIRE PROTECTION SOCIETY (SIFPS)

ANNUAL GENERAL MEETING

PRESIDENT’S REPORT – JOHN HUTCHINSON

For the 2017-2018 Term, one of the Board’s challenges has been dealing with the rising cost associated with government requirements of training for our Fire and Medical response crews. Our crews are being trained to a level that compares to crews in cities such as Victoria and Vancouver. All our volunteers have been upgrading their skills in a year when training has played a very big role. Their personal time and busy collective efforts are the backbone of our excellent emergency services. Thank you.

Along with their Chiefs, can all volunteers here please stand.

In early January our President Ron Lewis resigned due to a necessity to leave Saturna for work requirements, and Debbie Fry was given a leave of absence for medical reasons. The Board would like to acknowledge and thank them for their time and dedication to the Saturna Island Fire Protection Society.

Due to the vacancy, I was appointed President and it is my intention to put my name forward and ask for your support to become your elected President for 2018-2019. This year, after a long and uneasy relationship with the Capital Regional District, we accomplished a new 10 year operating agreement, which was ratified by the membership at our January 28th, 2018 Membership Meeting. SIFPS is a very different and special organization and it took time to convince the CRD. Our efforts over the years were handled by Eva Hage, Wayne Quinn and Ron Hall and we owe them a huge “Thank You” for keeping our SIFPS special and locally Island

controlled. I also want to recognize and thank those within the CRD for reaching the agreement. They did listen and agree that this was in the best interest of Saturna Island. During this coming term it will be important to continue supporting our community and volunteers in training programs and equipment replacements. New this year, FireSmart is a joint cooperating agreement between ourselves and the Saturna Island Ratepayers and Residents Association, to educate all of us on how to make Saturna safer from fires. As our emergency buildings, ESB#1 & #2 are getting older, repairs and maintenance are requiring regular attention. In closing, I want to give a big thanks to Board Members Priscilla Zimmerman, Ian Gaines, Bill Schermbrucker, Harvey Janszen, Eva Hage, and Chiefs Brent Sohler and Kate Vigneault for their unwavering commitment and support to the Board and to the people of Saturna Island.

John Hutchinson
SIFPS President

Financial Report for SIFPS AGM covering Jan 1 to Dec 31 2017

As the Treasurer for the Saturna Fire Protection Society (SIFPS) I present the Financial Statements for Year End December 31, 2017. SIFPS includes the Saturna Volunteer Fire Department and Saturna Island Rescue (SIR). Year 2017 can best be described as the year of Steady State. There were no major changes in operations or assets. The focus was on volunteer training and maintenance of our assets – vehicles and buildings.

Revenues Total revenues for 2017 were \$171,836. This was \$11,000 lower than in 2016 and entirely due to fewer donations. Revenues consisted of:

- \$150,000 in property taxes (of which \$145,740 from Saturna property owners; \$6,631 from Parks Canada in lieu of taxes; and \$2,430 went to the CRD for administration)
- \$10,500 a grant from VIHA towards SIR expenses
- \$5,643 in other revenues (of which \$4,643 from Parks Canada pre-paid lease and \$1,000 from Parks Canada as per Wildfire Agreement.
- \$2,847 in donations to SIR
- \$475 in interest income

Expenses

Total expenses, including SIR and Fire, were \$188,030, or \$12,000 less than in previous year. This was entirely due to lower amortization costs. Expenses excluding amortization were \$129,863 or \$315 more than in 2016. It breaks down as follows (approx. values):

- SIR \$24,000
- Fire \$73,000
- Buildings & Administration \$33,000

Of total expenses, the largest was honorarium and benefits, which totaled \$27,606. The Fire and SIR Chiefs each receive an honorarium and every volunteer, who meets the attendance criteria, receives \$900 towards medical expenses under the Health Spending Program.

Second largest expense item was vehicles at \$21,640. This included a \$9,000 unexpected repair expense for Tender 2.

Training was the third largest expense at \$19,121 (of which \$14,502 was for Fire and \$4,619 for SIR).

Together these three items accounted for 55% of total expenses.

Assets and Liabilities

At December 31, 2017 SIFPS had assets of \$1,221,199 of which \$947,869 was the net value of buildings, vehicles and equipment. Our cash balance and GIC's were \$256,312.

GST recoverable (\$2,008) is the amount owed to SIFPS at the year-end and prepaid expenses (\$14,930) are insurance premiums for 2018.

SIFPS has no debt and few liabilities: Accounts payables of \$3,280 and \$110,148 in deferred income. (See Note 4 in the Financial Statements for detail on the Deferred Income.)

The Future

SIFPS is in very good financial health: No debt and a robust contingency reserve.

Revenues have been stable and taxes have been reduced from \$200,000 in 2014 to \$150,000 in 2017. We expect operating expenses to remain at \$130,000- 135,000 per year resulting in an annual surplus of approx. \$20,000. However, over the next couple of years we have some very large capital replacements to consider.

□ The pumper truck needs to be replaced. Originally the replacement estimate was \$100,000 and slated for 2019. During this past year, the Board actively began looking at replacement pumpers a used pumper suitable for Saturna will cost around \$200,000 – double the previous estimate.

□ The ambulance is also in need of replacement. The replacement cost was originally \$30,000, but is now estimated to be much more. The current contingency fund of \$120,000 is insufficient to pay for these capital replacements. If we were to maintain the tax requisition at today's level it would take 5-6 years before we manage to build up sufficient funds. Therefore, the new Board will be tasked with looking at financing and funding options over the next few months to determine how best to fund the acquisition of these vehicles. If financing in the form of a loan is contemplated, the Board can only do so through a special resolution passed by a majority of the membership.

I want to thank Saturna property owners and those who have made donations for their continued financial support for this vital community service and SIFPS members for the trust they have put in the Board over this past year. I want to thank our volunteers for their ongoing commitment and enthusiasm to keeping residents and visitors to Saturna Island safe. Without them, the quality of our community would be greatly diminished.

Thank you.

Eva Hage SIFPS Treasurer

Corporate and Administration Report SIFPS AGM 2018

All insurances were renewed in a timely manner, including the provision of fire, earthquake and other named coverages for all of SIFPS fixed assets, as well as provision of liability coverage for the operation of the fire department, rescue group, officers and directors and the accidental death and illness coverage for the volunteers. SIFPS reached a 10-year funding agreement with the CRD at the end of 2017.

Corporate Secretary
On behalf of Deb Fry
Eva Hage

SIFPS AGM 2018 Report on Operations

It's been a year of maintenance for the most part – also a bit of dreaming especially when Chief Brent Sohler went over to the Open House on Pender and saw some of their new equipment. However, SIFPS has an orderly, budgeted plan for equipment upgrading and replacement, so it will happen in due course. We especially have been keeping our eyes open for bargain pumper truck and ambulance, because those are the two next units we'll need to replace. As for our buildings, ESB#1 and ESB#2, we have contracted locally (Pavlatos Handyman) on a one-time basis to have the gutters cleaned and windows washed, and hopefully that contract can be renewed in future years. We have also contracted locally (Pete Seed) for regular servicing of the trucks, using Derm Carberry's pit. The large water tank at ESB#1 had several problems, including a major leak, but that has all been repaired now and a concrete base replaced and extended to accommodate future needs. Many thanks to Harvey Janszen, John Hutchinson and others for their work. All in all, we are in good shape to continue servicing the community.

Bill Schermbrucker & Ian Gaines

SIFPS Human Resources Subcommittee Report 2017-2018

1. HSA benefits- The Health Spending Account continues to be very popular with our volunteers. As of Dec 31, 2017 we had 25 volunteers signed up - 16 fire fighters and 9 SIR members with a total benefit cost of \$9034.35. The HSA amount continues to be \$900 per volunteer per year.
2. Members of the VFD and SIR have been profiled in the Scribbler, outlining their contributions, and thanking them for their service to the community.
3. Hubertus Surm received the Fire Services Exemplary Service Medal. Thank you Hubertus for your 20+ years of service to the community.

Priscilla Zimmerman Haggard